

CURRY COLLEGE

How to write an e-mail Thank You after interviewing for a part time student worker position

Developed by the Curry College Student Employment Committee January, 2023

Send a Thank You e-mail after every interview, even if you are no longer interested in the role you applied to.

This is your final opportunity to stand out in a positive and professional way from all other candidates being considered for the role! It also allows you to reinforce why you are a good match for the position.

Send the Thank You e-mail no later than 24 hours after you complete the interview.

If you interviewed with more than one person, you should send each interviewer a separate and individual Thank You. DO NOT send a mass Thank You e-mail.

Be sure to review the e-mail before hitting “send” for typos, spelling and grammar.

Follow these steps to write a polished and professional Thank You e-mail after interviewing (in-person, virtually or by telephone) for a part time student worker position:

- The subject line of the e-mail should clearly indicate why you are writing.

For example: Thank you for the interview

- Open the e-mail by addressing the interviewer by name.

For example: Dear Ms. Brown, OR Hello Ms. Brown.

- Thank the interviewer for their time.

For example: Thank you for meeting with me on Thursday.

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- Remind the Interviewer of the specific position you are interested in because some agencies or departments have multiple openings for which they are hiring.

For example: Thank you for meeting with me on Thursday to discuss the part time Social Media Assistant position available at Three Tiers of Community Service, Inc.

- Reinforce your interest in the position and why you are a good match for the job.

For example: I am very interested in this position and it sounds exactly like the type of job I am looking for (OR seeking)

- Reinforce your experience or skillset for the position.

For example: I am very interested in this position, and it sounds exactly like the type of job I am looking for and I believe my experience with Social Media Management will help me succeed and thrive in this position.

OR

For example: I am very interested in this position, and it sounds exactly like the type of job I am seeking. I believe the skills I developed in project management as a student intern - Marketing Assistant, will help me be very successful in this role.

- Close the e-mail by expressing interest in next steps and offering to answer any follow-up questions the interviewer may have.

For example: I look forward to hearing from you about any next steps in the interview process and I am happy to answer any additional questions you may have about my fit for this role.

- Be sure to close and sign your e-mail with your full legal name. If you provided a nickname in the interview, you could reference your nickname in the closing as well.

For example: Best Regards,

▪ *Sarah (Sally) R. Jones*